



**DEPARTMENT:** Fire

**NATURE OF WORK:**

Performs responsible secretarial duties in support of the Fire Department. Work is performed in a complex setting, deals on a continuing basis with sensitive or controversial matters, and has continual public contact.

Exercises initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate. Work is performed under the general supervision of the Administrative Secretary.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Responds to inquiries or complaints from the public.

Types correspondence, statistical reports, manuals and other documents requiring familiarity with technical terminology; designs and prepares brochures, certificates, and plaques for various fire department functions.

Coordinates the annual Fire Chief's award ceremony.

Drafts specific sections of statistical reports and verifies data; has continual contact with the public and other organizational members and county departments in the collection of data or the coordination of efforts that serve mutual interests and objectives or the transmittal of public information.

Schedules meetings and training sessions, including coordinating arrangements for the room, refreshments, or meals.

Maintains records of budget expenditures; prepares or coordinates preparation of budget documents in accordance with prescribed procedures; completes budget transactions as necessary; works with department personnel on "program" budgets, i.e. TRFA, CFA, Training Center; prepares all purchase requests, reconciling of account reports, packing slips, partial payments, and travel requests; oversees resolution of account discrepancies and data entry errors.

Screens incoming calls and refers to appropriate staff for action; assembles relevant attachments or notes for instruction or disposition; responds to routine inquiries regarding established policies and procedures.

Applies knowledge of microcomputer and advanced software applications by setting up user defaults on department computers, establishing automated templates and training department personnel on their use.

Develops and administers operating records, and coordinates activities with other sections within division, department or outside agencies and departments, as appropriate.

May monitor and assist light duty personnel in complex work situations, advise on interpretation of policies, and schedule and assign daily work.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with departmental safety procedures and the County Safety program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting. Operates general office equipment including microcomputers, telephone, copier, and facsimile.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of department operations and organization.

Ability to maintain records, to assemble and organize data and to prepare reports from such records.

Considerable knowledge of County and Fire Department policies, procedures, rules, and regulations, ordinances, and services; ability to independently apply and carry out policies and procedures within assigned area of responsibility.

Ability to interpret and communicate policies, procedures, rules, regulations, ordinances and services.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to work under pressure and meet deadlines.

Ability to prioritize, organize, and perform work independently.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to deal with public relations problems courteously and tactfully.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, including or supplemented by course work in secretarial science; considerable experience performing responsible secretarial work; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

Date: February 2006  
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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Secretary

Position Number 604

Department Fire

Division Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II.**

**Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees.
- ☒ Communicating with others: State Department of Social Services, etc.
- ☐ Not essential to job function

## **2. Hearing/Listening:**

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees.
- ☐ Not essential to job function.
- 3. Reading:** (ability to read and understand text)
  - ☒ Essential to job function.
  - ☐ Not essential to job function.

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input checked="" type="checkbox"/> Use postage machine                    |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other:_____                                       |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>		✓					✓		
<b>Push/Pull</b>		✓					✓		
<b>Hold/Carry</b>		✓					✓		

Manipulation done from: ☒ ground to waist    ☐ waist level    ☐ waist to shoulder    ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☒ Lift    ☒ Push/Pull    ☐ Hold/Carry    (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☐ Step stool
- ☐ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other \_\_\_\_\_
- ☒ Not essential to job function

### Stairways

- ☐ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other \_\_\_\_\_
- ☒ Not essential to job function

### Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☐ Other \_\_\_\_\_
- ☒ Not essential to job function

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>	✓						✓		
<b>Sit</b>				✓				✓	
<b>Walk</b>	✓						✓		
<b>Run</b>									

If walking or running, over what type of terrain?    ☐ flat    ☐ rough    ☐ both

Not essential to job function:    ☐ Stand    ☐ Sit    ☐ Walk    ☒ Run    (Check all that apply)

#### **4. Stopping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

##### **Daily Amounts**

- ☒ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### **5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

##### **Daily Amounts**

- ☒ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### **6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☐ Color perception (discriminate between colors)  
☐ Depth perception (determine distance relationship between objects)

#### ***VII. Driving:*** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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